



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

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Ro Lalabalavu House, 370 Victoria Parade, Suva

07th March, 2025

To: The Permanent Secretaries and Heads of Department

Re: Tender No. RFT 147/2024 - Supply of General Food Items - Whole of Government

The Government Tender Board in its flying minute No. 62/2024 dated January 9, 2024, approved the abovementioned contract on open/rates call-off basis "as when required" for a period of three (3) years to the below tabulated suppliers. A two-year extension option is included in the contract on the basis of annual review.

Approved Contractors
Wholesalers
FMF Foods Ltd
Punjas Pte Limited
Ashabhai & Company Limited
Motibhai Group of Companies
Distributors/ Retailers
Pacific Hai An Group Pte Ltd
Fresh'et International Limited
Hardip Narayan & Sons Pte Ltd

The award is based on an open/rates call-off arrangement, enabling Ministries to engage with various suppliers. While Ministries are advised to leverage wholesalers for bulk procurement and distributors/retailers for smaller or varied orders, this is not compulsory.

While utilizing this open/rates call-off contract, agencies must remain mindful of their budget and ensure value for money in every purchase. Value for money is the most advantageous combination of cost, quality, and sustainability to meet requirements within the required timeframe.

The contract is effective from **8th March, 2025** and will expire on **9th March, 2028**. A detailed rate schedule of the individual items is attached.

Agencies must note that the contracted price for items subject to the Fijian Competition and Consumer Commission (FCCC) is anchored to any FCCC price review and announcement. In the event of an FCCC price change, Ministries and Departments are required to use the new price.

Ministries and Departments should engage approved suppliers on an "as and when required" basis by issuing purchase orders. Officers are reminded of their obligation to procure from approved Government Contractors as stipulated in Section 35 of the Procurement Regulations 2010.

Delivery Clause:

- Delivery Timelines:** Ministries should note that vendors will deliver goods and services according to the delivery timelines provided by the vendors and agreed upon in the Price Schedule, **Appendix 1**.

- **Urgent Deliveries:** For urgent delivery requests, Ministries/Departments must liaise directly with the supplier to negotiate and obtain the supplier's agreement to an expedited delivery schedule. Any agreed-upon changes must be documented.
- **Delivery Confirmation:** Upon delivery, the supplier must provide a delivery note, and the receiving Ministry/Department officer must acknowledge receipt of the goods.

Payment Clause:

- **Payment Terms:** Payment by ministries shall be made within 90 days of receipt of goods and a valid invoice. Ministries and Departments are responsible for ensuring timely processing and clearance of payments within this timeframe.
- **Invoice Requirements:** Invoices must include the purchase order number, item description, quantity, unit price, total price, and delivery confirmation.
- **Payment Reconciliation:** When processing payments, ministries must ensure that bank statement narrations clearly identify the paying department and include the corresponding invoice number(s). This will significantly improve payment reconciliation efficiency.
- **Remittance Advice:** After payment is processed, ministries must email a remittance advice to the supplier, confirming the payment details.
- **Order Planning:** Ministries and Departments are required to plan their ordering and place orders in advance to allow the supplier to prepare collective orders and to ensure that payments of such purchases are made within 90 days of receipt of goods and a valid invoice.

Officers involved in procurement for their respective agencies are required to maintain detailed records and diligently monitor the performance of suppliers throughout the contract period. Any concerns or complaints regarding supplier performance must be formally documented and communicated to the Head of Procurement at the Fiji Procurement Office. Alternatively, officers may contact the feedback team on 3221248 or submit online feedback via the FPO page.

Please ensure that the contents of this letter are brought to the immediate attention of all officers involved in procurement and the facilitation of payments related to the aforementioned contract.

The contact person and details of the awardee are as follows:

Company	Contact Name/Location	Phone Contact	Email
FMF Foods Ltd	Mr. Shailendra Kumar Head Office – Suva	9906896	shailendrakk@fmf.com.fj
Punjas Pte Limited	Mr. Avneet Kumar – Lautoka Mr. Nandu Naidu – Suva	7008892 3391455 7008877	avneetk@punjas.com.fj nandu@punjas.com
Ashabhai & Company Limited	Mr. Binesh Prakash Head Office 1 Karsanji St, Vatuwaqa Industrial	7707002 9262606 3387399 7737399	binesh@ashabhai.com.fj
Motibhai Group of Companies	Nitya Nand Manager Sales/Logistics Motibhai Group of Companies	7777813 3302366 7730366	nitya@motibhai.com.fj
Pacific Hai An Group Pte Ltd	Ms. Siu Sue Head Office - Walu bay	3310419	siubyyee@gmail.com
Fresh'et International Limited	Joseph Tokona General Manager 26 Retriever Road, Rokobili Walu bay	7771378 9991378 3307898	gm@freshetint.com
Hardip Narayan & Sons Pte Ltd	Mr. Jaianand Kumar Director	9928401 9928427	navnith.kumar@hardipnarayan.com.fj

	Mr. Navnith Kumar General Manager Pritam Singh Rd 8mls , Nasinu	3399411	info@hardipnarayan.com.fj
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The Fiji Procurement Office looks forward to your cooperation and compliance to this contract.

Ministries and Departments seeking further clarification regarding the above may contact Ms. Stephanie Narayan Ph. 3221248 or email to stephanie.narayan@finance.gov.fj or Ms. Krishnika Prasad or krishnika.prasad@finance.gov.fj



(Mr.) Saimoni Veramu

for Permanent Secretary Finance, Strategic Planning, National Development and Statistics